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NO CHANGE in Class. ☐

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JUL 3 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: 24 MAR 1956 Manpower Savings for the Davis Committee Background.

1. The document locator system of DD/P Area documents and the establishment of 201 files via mechanical processes and procedural changes. These two procedures are now going in, and it will take, we estimate, a year and a half before completion. At the end of that time, it is estimated that a savings will amount to ... 126 man years

2. Automatic preparation of personality index cards at Headquarters for disposition to Field Stations. This is a process of relieving the foreign Field of the work they are now doing in the preparation of these cards. It is estimated that it will take at least a year to have this installation fully working and savings are estimated to be ... 50 man years

3. Application of Flexowriter for automatic preparation of Personnel Forms 50 and 52. It is estimated that the savings will be ... this year 3.5 man years

4. Automatic punching of personnel statistical cards. It is estimated that this will save in key punch operators ... this year 2 man years

5. Automatic preparation of supply requisitions, invitations to bid, and purchase orders ... this year 1 man year

6. Revision of the mechanized payroll accounting procedures. There will be immediate savings of ... 8 man years

7. Installation of punch card equipment in OTR for personnel assessment and evaluation computation. This is a new process which if done manually would require 20 people, but this machine installation is estimated to save ... 15.7 man years

206.2 man years

this year

Please note that my letter shows 202 people, and should be as above, i.e., 206.

PS-add: Approved For Release 2001/06/09 : CIA-RDP60-00213A000100030052-5 25X1A7a

Reservation of [redacted] placing 6240 typing hours in [redacted] Personnel Pool at Hdqtrs. effective 3 months from now 3 man years 209 total

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25X1A6a

8. [redacted]

25X9A2

Number of people at the station [redacted]
Number to be left as caretakers
Number to be redeployed in area
Number bring back function with them
Number returning for reassignment

25X1A6a

9. [redacted]

25X9A2

The estimate of [redacted] people saved here is completely out of the blue. The total station complement is [redacted] on the T/O and the Division suggests that it would come down to about half during this coming fall. 25X9A2

10. The two paragraphs referring to Agency personnel ceiling ought to be put together, one on page 2 and the other on page 3.

The 963 figure means simply that when the Director put his ceiling in as of 31 July 1955, 963 T/O positions above ceiling were wiped out.

11. At the bottom of page 1 re "...one lengthy study in respect to internal duplication, etc..." this refers to the DOB paper which the Management Staff proposed we leave alone.

12. On page 3 where I referred to the development of staffing standards and say we have completed and made installation of an entirely new manpower control mechanism, I refer to the new system which we have put into Commo for testing, and I believe that at this stage of the testing it will prove out in terms of the assertion made in this paragraph.

13. If you wish to add some more snow, you can put in a sentence like the following:

"I (Mr. Dulles speaking) have refused to permit the addition of 25 required people for a Headquarters project, and instead required all offices of the Agency to lend the necessary number of people for the purpose of the project."

25X1A9a

[redacted]
Chief, Management Staff

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